SIS 2000+ User Permissions

User Name: _____   SSN: _____   Date of Birth: _____   ☎ New User
                                          only required for new user   only required for new user   ☎ Delete User

Administrative Signature: _____   Date: _____   Location: _____   ☎ Change Permissions

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☎ District Office Administrator

☎ Elementary Teacher
☎ Secondary Teacher
☎ Special Education
☎ Nurse

☎ Elementary Principal or Secretary
☎ Secondary Attendance Secretary

☎ Secondary Administrator
☎ Secondary Counselor, Registrar, or Secretary

☎ Miscellaneous Changes

☎ No Programs

Please check **one** of the above groups. For specifics on these groups see below.

If miscellaneous changes are necessary, also check the *miscellaneous changes* box. Then below cross through programs in that group that are not needed and circle programs in other groups that are needed.

Check the *no programs* box if the user won't access SIS+ but needs to be in the faculty database.

O **District Office Administrator**
Enrollment (Student Information)
   Profile
   Student Editor
Attendance
   Student History
Behavior
   Behavior
Gradebook
Mark Reporting
   Student Marks
Utah Reporting

O **Elementary Teacher**
Attendance
   Student History (view only)
   Reports
      Teacher's Summary of Attendance
Gradebook

O **Secondary Teacher**
Attendance
   Class Entry
   Student History (view only)
   Reports
      Teachers Summary of Attendance
Gradebook
Mark Reporting
   Class Marks

O **Special Education**
Services and Programs
   Special Education
   Reports

To be continued...

O **Nurse**
Health
   Reports
      Immunization Requirements Report
      Medical History Report

To be continued...

O **Elementary Principal or Secretary**
Enrollment (Student Information)
   Profile
   Student Editor
   Reports
      Student Mailing Labels
      Student Data Labels
      Student Directory
      Student Birthday List
      Student Status Changes
      Special Program History
      Student Advisor List
      Contact List Report
Scheduling
   Course Selection
   Classroom Editor
   Master Schedule
   Student Schedule
   Assign Students
   Change History
   Reports
      Class Rosters
Attendance
   Class Entry
   Student History
   Reports
      Teacher's Summary of Attendance
Behavior
   Behavior
   Reports
      Behavior History Report
Gradebook
Utah Reporting

O **Secondary Attendance Secretary**
Enrollment (Student Information)
   Student Editor
   Locker Editor
   Student Lockers
   Reports
      Student Mailing Labels
      Student Data Labels
      Student Directory
      Student Birthday List
      Student Status Changes
      Special Program History
      Student Advisor List
      Contact List Report
      Locker Listing
      Student Locker Assignments
Attendance
   Rapid Entry
   Class Entry
   Student History
   Reports
      Daily Call Report
      Teacher's Summary of Attendance
      Attendance Collection Status

o **Secondary Administrator**
- Enrollment (Student Information)
  - Profile
  - Student Editor
  - Locker Editor
  - Student Lockers
  - Reports
    - Student Mailing Labels
    - Student Data Labels
    - Student Directory
    - Student Birthday List
    - Student Status Changes
    - Special Program History
    - Student Advisor List
    - Contact List Report
    - Locker Listing
    - Student Locker Assignments
- Scheduling
  - Course Selection
  - Career Plan
  - Classroom Editor
  - Master Schedule
  - Student Schedule
  - Assign Students
  - Section Linking
  - Team Editor
  - Loader
  - Loader Rules
  - Mass Requests
  - Mass Schedules
  - Rapid Requests
  - Reports
    - Course Directory Report
    - Master Schedule Report
    - Course Request List & Tally
    - Student Course Request List
    - Student Schedule Summary
    - Conflict Matrix
    - Unscheduled Student Report
    - Class Size Report
    - Student Schedule Analysis
    - Summary of Loader Results
    - Loader Checklist Report
- Attendance
  - Student History
  - Reports
    - Teacher's Summary of Attendance
    - Attendance Collection Status
    - Student Attendance Detail
    - Excessive Absence Report
- Behavior
  - Behavior
  - Reports
    - Behavior History Report
    - Behavior Detail Report
- Test History
  - Test History
- Gradebook
- Mark Reporting
  - Student Marks
  - Class Marks
  - Calculate Attendance
  - Credit Calc & Post
  - Post to Hist
  - Reports
    - Marks Listing by Class
    - Marks Listing by Student
    - Honor Roll Calculation & Listing
    - Report Card Comment Listing
- Academic History
  - Input History
  - Reports
    - Requirements Status Report
- Utah Reporting

o **Secondary Counselor, Registrar, or Secretary**
- Enrollment (Student Information)
  - Profile
  - Student Editor
  - Assign Couns
  - Locker Editor
  - Student Lockers
  - Reports
    - Student Mailing Labels
    - Student Data Labels
    - Student Directory
    - Student Birthday List
    - Student Status Changes
    - Special Program History
    - Student Advisor List
    - Contact List Report
    - Locker Listing
    - Student Locker Assignments
- Scheduling
  - Course Selection
  - Career Plan
  - Classroom Editor
  - Master Schedule
  - Student Schedule
  - Assign Students
  - Section Linking
  - Change History
  - Team Editor
  - Loader
  - Loader Rules
  - Mass Requests
  - Mass Schedules
  - Rapid Requests
  - Reports
    - Course Directory Report
    - Master Schedule Report
    - Course Request List & Tally
    - Student Course Request List
    - Student Schedule Summary
    - Class Adds & Drops Listing
    - Conflict Matrix
    - Unscheduled Student Report
    - Class Size Report
    - Student Schedule Analysis
    - Summary of Loader Results
    - Loader Checklist Report
- Attendance
  - Student History
  - Reports
    - Teachers Summary of Attendance
    - Excessive Absence Report
- Test History
  - Test History
- Gradebook
- Mark Reporting
  - Student Marks
  - Class Marks
  - Calculate Attendance
  - Credit Calc & Post
  - Post to Hist
  - Reports
    - Marks Listing by Class
    - Marks Listing by Student
    - Honor Roll Calculation & Listing
    - Report Card Comment Listing
- Academic History
  - Student History
  - Input History

Reports
Requirements Status Report
Utah Reporting